

Open: 1/26/04 - 8:30 AM

Close: Until Filled



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



PUBLIC ARTS COORDINATOR

\$43,327 - \$69,976 ANUALLY

NATURE OF WORK: This is a responsible professional position which serves as the lead and primary contact/coordinator for all public art projects and events. This position reports to the Director of the Office of Arts, Culture and Entertainment.

DESCRIPTION OF DUTIES: Coordinates the Art in Public Places and Fine Arts Board monthly meetings, prepares agenda, correspondence, reports, notices, presentations, and minutes. Coordinates the planning, development, and implementation of public art projects and events. Coordinates program information posted on the City website; as well as project and event informational materials such as promotional announcements, articles, newsletters, brochures, and press releases. Writes grant proposals for public art program. Coordinates Professional Advisory Committee (PAC) artist selection presentations and review meetings. Monitors program fund, budget, appropriations, transfers, and expenditures. Serves as a consultant to the Fine Arts Festival. Serves as a communication source for artists and community groups. Works with the Director on special assignments.

REQUIREMENTS: Graduation from an accredited college or university with a Bachelor's Degree in Arts or Management related fields. Experience may substitute for education on a year-for-year basis.

DESIRES: Minimum two (2) years experience with committee meetings, project management, and professional arts administration.

Send 2 Detailed Resumes
by close date to:

NO FAX ACCEPTED

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
ATTENTION: PAC-ANN

CLASS NO:
UC NO: **0409UO**

EOE/AA/ADA/VET PREF